

Executive
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CENTRAL INTELLIGENCE AGENCY
Washington, D. C.

20 September 1948

MEMORANDUM TO: Asst. Director for Reports and Estimates
Asst. Director for Collection and Dissemination
Asst. Director for Operations
Asst. Director for Special Operations
Asst. Director for Policy Coordination
Executive for Inspection and Security
Executive for Administration and Management
Chief, Interdepartmental Coordl and Planning Staff
General Counsel
Chief, Advisory Council
Chief, Services Branch, A&M

SUBJECT: Space Readjustment of CIA

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[] is designated as the personal representative of the Executive Director to supervise all details in connection with the forthcoming readjustment of space, and movements in connection therewith, of CIA activities.

[]

Captain, USN
Executive Director

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cc: []

Document No. 029
NO CHANGE in Class. ☒
☐ DECLASSIFIED
Class. CHANGED TO: TS S C
Auth: DDA Memo, 4 July 77
Date: 31/03/78 By: []

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24 August 1948

MEMORANDUM TO: Assistant Director for Collection and Dissemination
Assistant Director for Reports and Estimates
Assistant Director for Operations
Assistant Director for Special Operations
Executive for Administration and Management

SUBJECT: Space

1. Current and projected expansion and planned organizational changes require a complete resurvey of space requirements for CIA activities and possibly some major movement of activities.

2. To insure that all needs are adequately considered, a CIA Space Board is appointed consisting of members listed below to recommend to the Director the most efficient use of available space both for current and future approved needs:

Members of the Board

Asst. Director for Collection and Diss. -- Chairman
Deputy Asst. Director for Reports and Est. -- Member
Deputy Asst. Director for Operations -- Member
Deputy Asst. Director for Special Operations -- Member
[redacted] -- Services Member and Recorder

3. The report of the board will be submitted to the Director on or before 6 September 1948. Prior report will be made if possible as space adjustment is urgent in some cases.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

/s/

[redacted]
Captain, USN
Executive Director

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